



**Riverside Primary School**  
**Minutes of the Full Governing Body Meeting**

**Tuesday 23 May 2017**

**Held at school at 4:00pm**

**Governors Present:**

Ruth Sayers (Chair)	Anthony Launce	George Wheeler	Jane Ford
Brian Jones (Head)	Natalie Turnock	Joy Bush	Jeff Dawson
Miranda Crowley	Kimberley Hendy		

**In Attendance:**

Lisa Moran (Clerk)

<b>14</b>	<b>Apologies</b> Amanda Briggs and Kimberley Hendy - were absent without apologies	
<b>15</b>	<b>Verbal Declarations of Interest for this meeting</b> M Crowley – Point 24 - Is the NUT Representative for school and Joint Division Secretary for Plymouth NUT, to abstain from any votes on this matter.	
<b>16</b>	<b>Minutes of the last meeting 21.02.17</b> The minutes of 21 February 2017 were checked for accuracy and governors unanimously agreed they should be signed as a correct record.	
<b>17</b>	<b>Matters Arising</b> None	
<b>18</b>	<b>Governors' Correspondence</b> A letter of resignation had been received from Greg O'Reilly, Parent Governor. The Governors moved to accept the resignation; Clerk to write and thank Mr O'Reilly for services to the Governing Body. <b>The decision was taken to wait until our return in the Autumn Term to appoint a replacement.</b>	LM
<b>19</b>	<b>School Improvement</b> <ul style="list-style-type: none"> <li>• Head teacher's Report for Summer Term '17 was circulated, including racist incidents, exclusions and incidents involving outside agencies. Pupil numbers were discussed; There has been a lot of movement within school, but this is down to movements out of area and not because of problems with the school. Nursery numbers are higher than anticipated with 30 hours being offered to parents from September.</li> <li>Q. <i>Why are the numbers in years 3 &amp; 4 so low?</i></li> <li>A. <i>These have been small cohorts since they started with us in Reception, it is not due to movement of pupils.</i></li> </ul> <p>We currently have 4 teachers and 1 meal time assistant on maternity leave, all posts have been temporarily covered until the return of the post holders. Both our NQTs have successfully completed the second term of their NQT year. Mrs Macpherson has confirmed she will be retiring at the end of the summer term.</p> <p>We had a very busy spring term, the creative week was very positive and we are planning on holding a STEM week in the summer term next year. The trip to Finland for our year 5 pupils was a tremendous experience for them all, and Jeff Dawson, who accompanied the children on the trip, commented on how well behaved our children were and that they were a credit to our school! There is a strong possibility that the trip could take place again if funding can be raised.</p>	

	<p>Year 6 SATs test took place as planned, all pupils were present. Year 2 SATs are currently ongoing, year 1 phonics screening will take place after half-term. Results from SATs will be presented at the next full governors meeting. We have had 2 racist incidents within school involving 2 separate children and one exclusion. The racist incidents were verbal incidents of children calling names.</p> <p><i>Q. What is the procedure when a racist incident happens?</i></p> <p><i>A. All racist incidents are registered and reported quarterly to the LA. Parents are always informed of what has happened and the actions taken. The intent of the actual incident is always considered.</i></p> <p>David Yuill has been successful in receiving funding of £10,000 from Children In Need for the Summer School, which could be ongoing for the next 3 years, and funding of £8,000 towards books for the library from The Foyle Foundation.</p> <p>The budget is looking okay and we have set a balanced budget for this year, but things are going to get tougher in the future with changes to funding.</p> <p><i>Q. Could it mean future redundancies?</i></p> <p><i>A. Hopefully not, money could be saved from other areas before this had to become an option.</i></p> <ul style="list-style-type: none"> <li>• Governors' Visits to School – 21 visits had been made to school between February '17 and April '17. The Chair encouraged all governors to visit school whenever possible and to engage with their linked year groups.</li> <li>• Governor Training – 1 Governor had attended Safeguarding training, held by Karen Powell. Chair encouraged all to attend training where ever possible, there would be no cost to Governors. Governors were reminded at the meeting of the safeguarding training being held at school on the 5<sup>th</sup> June.</li> </ul>	
20	<p><b>Multi Academy Trust Update – Horizon Academy</b></p> <p>Head teacher had made 3 visits to other schools and attended the head teacher board meetings. Our expression of interest to the Board in Bristol has been delayed because of the General Election and is now in Purdah. If our application is accepted by the Bristol Board of Head Teachers, £25K could be released to us to assist with any legal fees.</p> <p><i>Q. Are we still only at the register of interest point?</i></p> <p><i>A. Yes</i></p> <p><i>Q. If we do not join Horizon do we have to give the money back?</i></p> <p><i>A. No, not if used for legal expenses to join another Academy, but they would want the money back if we did not join any MAT.</i></p> <p><i>Q. Do we have to give all the money back if we spend 13K on legal fees, but then decide not to proceed?</i></p> <p><i>A. Do not know, would need to enquire.</i></p>	BJ
21	<p><b>Committee Reports</b></p> <p>Personnel and Finance – 21.03.17 &amp; 09.05.17 – Antony Launce updated the governors on the main items from the recent meetings.</p> <p>Notification had been received from PCC that from the 1<sup>st</sup> April 2017 the Living wage had increased from £8.25 per hour to £8.45 per hour. This would affect all personnel on Scale A and the lower points of Scale B, ie MTAs and Club Supervisors. <b>This was approved by Governors.</b></p> <p>28 member of staff were awarded a Governors Day, up from 23 last year.</p> <p>Head Teacher reviews' had taken place and all targets were being met. The Performance Management Panel had asked the F&amp;P Governors to vote on whether to approach David Bradford to be our Independent SIP for the 2017/18 Academic year, <b>this had been agreed.</b></p> <p>Our carry forward figure for the 2016/17 financial year was £134,434 and this had been agreed and forwarded to the LA.</p> <p>The budget allocation for 2017/18 had been agreed and a balanced budget set. The 3 year plan had been approved.</p>	

	<p>The SFVS Return (School's Financial Value Statement) had been agreed and submitted by the return date of 31 March 2017.</p> <p>There had been an amendment to the Finance Policy, to include the use of the online payment system Parentpay.</p> <p>There were no spending proposals for the forthcoming year at present.</p>	
22	<p><b>Review - Declaration of interests staff and governors</b></p> <ul style="list-style-type: none"> <li>All amended and updated, Governors in July 2016; Staff in March 2017 – <b>Approved</b></li> </ul>	
23	<p><b>Link Governor Report</b></p> <p>Equality Report – Mrs Joy Bush had met with the Head Teacher to discuss equality and to ensure that any issues raised were recorded and efforts made to resolve.</p> <p>She informed the Governors of her findings and thanks were given to her for a very comprehensive report.</p>	
24	<p><b>Union Representatives' Release Time</b></p> <p>The Head Teacher asked Governors to discuss what they felt would be a reasonable level of release time to allocate to Union Representatives for their training requirements. The reason for this was funding to compensate schools for this release had been removed by the LA and had been de-delegated back to schools. At present not enough schools had bought back into this service and the funding could become obsolete. Discussions had taken place with our HR Advisor about what was a registered reasonable level and he had advised 3 to 5 days a year. He also suggested that the Governing Body be involved in any decisions made, as the level agreed could affect pupils both financially and in their learning.</p> <p><i>Q. How many Union Representatives do we have at Riverside?</i>  <i>A. We have two active Union Representatives.</i></p> <p><i>Q. How many days are allocated to teachers for their training?</i>  <i>A. There is no specific figure, but all training is linked to the School Improvement Plan, and is beneficial to the school as well as the member of staff.</i></p> <p><i>Q. Would the release be pro rata if they worked part time?</i>  <i>A. Yes.</i></p> <p><b>A vote was taken and the Governors fully agreed that release for training purposes and providing union support to union members at Riverside School should be set at 10 half days pro rata if costs were covered and 6 half days pro rata if they were not.</b></p> <p>The Head Teacher was to keep in close contact with the LA to find out if any funding was to be forthcoming</p>	BJ
25	<p><b>Dates for next Meeting</b></p> <p>Clerk is to email Governors with dates for all committees for the next academic year.</p> <p>Could Governors please respond before the next full Governors if there is a problem with any of these dates.</p>	LM
26	<p><b>Items for the Next Agenda</b></p> <p><b>SATs Results</b></p>	
27	<p><b>Close and Date of Next Meeting</b></p> <p>The Chair thanked governors for attending and it was noted that the next meeting would be held on <b>Tuesday 25<sup>th</sup> July at 11.30am</b></p> <p>There being no further business the meeting closed at 5.40pm</p>	

The minutes were signed as an accurate record of the meeting by:-

**Signed.....(Chair)**

**Date.....**